

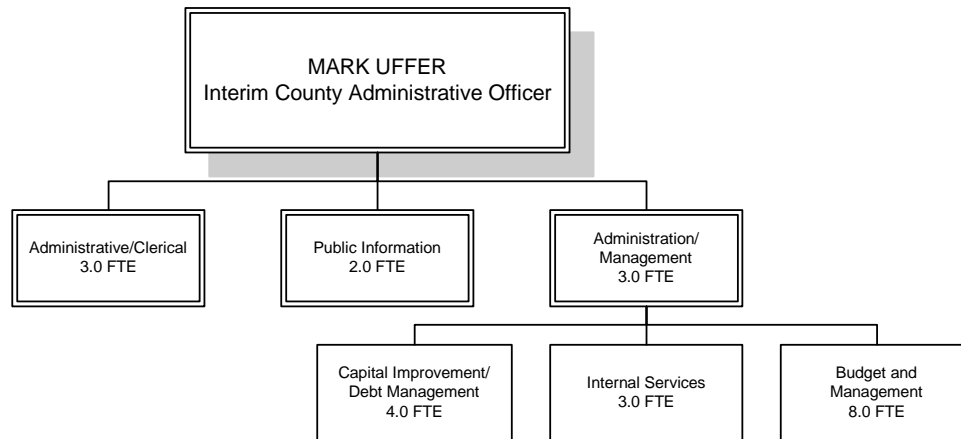
## COUNTY ADMINISTRATIVE OFFICE

### Mark Uffer

#### MISSION STATEMENT

The mission of the County Administrative Office is to maximize customer satisfaction with services by developing and implementing budgets, policies, and procedures, and by directing and/or coordinating departmental activities according to the County Charter, general laws, and to meet the strategic goals adopted by the Board of Supervisors.

#### ORGANIZATIONAL CHART



#### DESCRIPTION OF MAJOR SERVICES

The County Administrative Office is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget.

The County Administrative Officer oversees the operations of county departments whose department heads are appointed by the Board of Supervisors or County Administrative Officer, and assists in the coordination of activities of departments headed by elected officials. The County Administrative Office is also responsible for coordinating county activities with other local government entities, including cities and other counties.

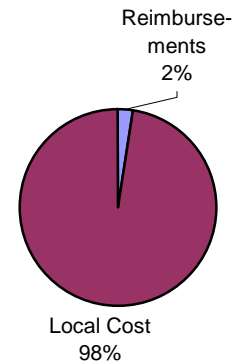
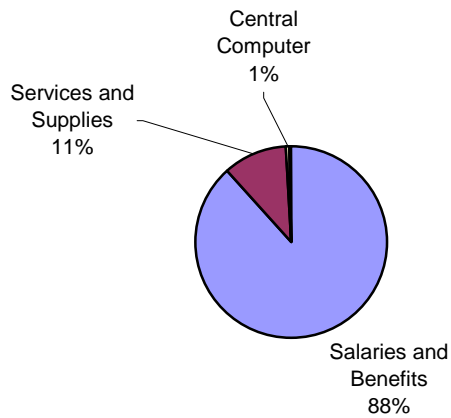
Additionally, the County Administrative Office is responsible for the county's capital improvement program and long-term debt functions.

#### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Estimate 2003-04</b>	<b>Proposed 2004-05</b>
Total Appropriation	4,019,214	3,466,745	2,899,547	3,232,502
Departmental Revenue	81,899	-	-	-
Local Cost	3,937,315	3,466,745	2,899,547	3,232,502
Budgeted Staffing		26.0		24.0



# 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive  
DEPARTMENT: County Administrative Office  
FUND: General

BUDGET UNIT: AAA CAO  
FUNCTION: General  
ACTIVITY: Legislative and Administration

## ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
<b>Appropriation</b>								
Salaries and Benefits	2,663,598	3,019,814	178,790	(95,558)	(176,849)	2,926,197	-	2,926,197
Services and Supplies	276,018	486,100	6,127	-	(143,734)	348,493	10,638	359,131
Central Computer	25,391	25,391	(3,019)	-	-	22,372	-	22,372
Transfers	4,907	5,807	-	-	-	5,807	(849)	4,958
Total Exp Authority	2,969,914	3,537,112	181,898	(95,558)	(320,583)	3,302,869	9,789	3,312,658
Reimbursements	(70,367)	(70,367)	-	-	-	(70,367)	(9,789)	(80,156)
Total Appropriation	2,899,547	3,466,745	181,898	(95,558)	(320,583)	3,232,502	-	3,232,502
Local Cost	2,899,547	3,466,745	181,898	(95,558)	(320,583)	3,232,502	-	3,232,502
Budgeted Staffing		26.0	-	(1.0)	(1.0)	24.0	-	24.0



DEPARTMENT: County Administrative Office  
 FUND: General  
 BUDGET UNIT: AAA CAO

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	<b>26.0</b>	<b>3,466,745</b>	<b>-</b>	<b>3,466,745</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	178,790	-	178,790
Internal Service Fund Adjustments	-	3,108	-	3,108
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>181,898</b>	<b>-</b>	<b>181,898</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	(1.0)	(95,558)	-	(95,558)
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>(1.0)</b>	<b>(95,558)</b>	<b>-</b>	<b>(95,558)</b>
<b>Impacts Due to State Budget Cuts</b>	<b>(1.0)</b>	<b>(320,583)</b>	<b>-</b>	<b>(320,583)</b>
<b>TOTAL BASE BUDGET</b>	<b>24.0</b>	<b>3,232,502</b>	<b>-</b>	<b>3,232,502</b>
<b>Department Recommended Funded Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL 2004-05 PROPOSED BUDGET</b>	<b>24.0</b>	<b>3,232,502</b>	<b>-</b>	<b>3,232,502</b>

## SCHEDULE B

DEPARTMENT: County Administrative Office  
 FUND: General  
 BUDGET UNIT: AAA CAO

## IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Reduction of 1.0 Administrative Analyst	(1.0)	(120,518)	-	(120,518)
Delete a vacant Administrative Analyst position (\$111,106) and reduce services and supplies (\$9,412) associated with this position and the position deleted on September 23, 2003, during the second phase of 30% reduction.				
Reduction of budget for sesquicentennial events	-	(43,000)	-	(43,000)
On April 15, 2003, the Board approved an item dealing with the sesquicentennial event planning. This item allocated funds of \$43,000 to the County Administrative Office budget unit for 2003-04.				
Decrease in rental equipment.	-	(16,000)	-	(16,000)
Rental equipment had been planned for 2003-04, however, it was not pursued.				
Decrease in professional services	-	(48,219)	-	(48,219)
Reduction in professional services due to the completion of management audits and the customer service survey. There is still \$100,000 in the budget for future management audits.				
Decreases in Internal Service Funds services	-	(11,106)	-	(11,106)
Decreases in the areas of distributed equipment and ISD direct labor.				
Decrease in salaries and benefits	-	(65,743)	-	(65,743)
Salaries and benefits are reduced due to new staff beginning at lower steps than previous budgeted staff.				
Decrease in services and supplies	-	(15,997)	-	(15,997)
Various services and supplies accounts, such as general office expense, publications, special departmental expense, and travel.				
<b>Total</b>	<b>(1.0)</b>	<b>(320,583)</b>	<b>-</b>	<b>(320,583)</b>



## SCHEDULE C

DEPARTMENT: County Administrative Office  
 FUND: General  
 BUDGET UNIT: AAA CAO

## DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Decrease in EHAP charges Transfers to the EHAP program are reduced.	-	(849)	-	(849)
2. Increase in reimbursements Reimbursements for increased costs associated with the Medical Center Bonds from the Health Care Costs budget unit for support in budget and finance.	-	(9,789)	-	(9,789)
3. Increase in Internal Service Fund services Increases in mail services and records storage costs based on current year estimates.	-	3,940	-	3,940
4. Increases to services and supplies Various services and supplies accounts were increased to better align budget with actuals.	-	6,698	-	6,698
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

